

## **Commercial Aide for Embassy Quito in Ecuador - Acquire real hands-on experience on commercial work!**



Project Title	Commercial Aide for Embassy Quito in Ecuador - Acquire real hands-on experience on commercial work!
Project Summary	Be a part of the Commercial Unit of the Economic and Commercial Section! Support Partner Post Quito in performing commercial work. Collaborate with trade show registrations for the International Buyer's Program. Practice your bilingual and computer skills in customer-oriented specific projects.
Country	Ecuador

## **Project Description**

Partner Post Quito is part of the Economic and Commercial Section of the U.S. Embassy in Quito. We perform commercial work just like any other foreign commercial office in the world. Our office is very small (one American officer and two local staff) and we could use some extra help for commercial activities.

The main project for our "Commercial Aide" will feature support in registering delegates to different trade shows in the U.S. Partner Post Quito has a yearly calendar and we continuously register participants from Ecuador to trade shows. This basically involves creating and updating Excel sheets with attendee information, submitting this data into the trade show's website and getting a confirmation number. Good recordkeeping skills are a plus to compile the weekly report of registered delegates.

Connected with trade show's outreach, the "Commercial Aide" also drafts pre-departure briefings for Ecuadorian travelers who will travel to shows. This one-pager includes relevant information to the show and the city in which it will take place. On occasions, he/she also creates PowerPoint presentation so Quito's commercial staff can edit and present this information to different audiences when performing outreach.

Secondary tasks for our "Commercial Aide" might include updating or creating customer databases, performing research on Ecuadorian companies on the internet. Other duties might involve occasional translations of commercial material or of the business portion of our webpage. Good drafting and summarizing skills are important.

Our "Commercial Aide" will have flexibility to work independently when most convenient to their academic schedule. These weekly tasks should take approximately 5-10 hours. We encourage prompt email communication with questions, clarifications, and your own feedback or ideas!

The above listed elements are real hands-on tasks of what commercial work entails. The “Commercial Aide” will take part of our daily work and duties and will get to witness the dynamics of commercial relations between Ecuador and the U.S.

## Required Skills or Interests

Skill(s)
Cultural diplomacy
Data visualization
Editing and proofreading
Marketing
Research
Writing

## Additional Information

*None*

## Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Spanish	Native or bilingual proficiency	Native or bilingual proficiency	Required